

Date: March 1, 2016

To: Authorized Representatives of School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Special Milk Program (SMP) - Schools

From: Jessica Sharkus, RD, CDN
Director, School Nutrition Team

Subject: New "...And Justice for All Poster

Enclosed is the new "...Justice for All" poster for your SFA. Multiple copies are enclosed if your SFA has more than one school site listed on Schedule A of the on-line contract. Please distribute and post in a prominent location where students access milk, if possible, or in a school office or hallway where visible to students.

The poster includes the most current USDA nondiscrimination statement and the contact information for filing a complaint of discrimination. Up-to-date statement in both English and Spanish is posted on DPI School Nutrition Team's civil rights webpage located at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights>. Include the statement on informational material pertaining to the SMP. The shortened version may be used when there is not sufficient space for the full statement: "This institution is an equal opportunity provider."

Examples of informational materials that require the Nondiscrimination Statement

- School websites
- Letters and notices
- Enrollment forms
- Print materials
 - Flyers
 - Brochures
 - Posters
- SFA publications
 - Parent/Student handbooks
 - Employee handbooks
 - Newsletters

Reminders:

- Wording for either statement must be exact and cannot be changed in any way.
- The formatting for the longer statement CANNOT be altered.
- The font size should be the same as the majority of the font used in the document.